Gwladys Street C. P. & Nursery School Lateness Policy

Golden Opportunities for Achievement and Learning

Attendance is the number one priority at Gwladys Street C P and N School and we strive for our pupils' attendance to be 97% or better.

1. **Introduction**

Gwladys Street Community Primary and Nursery School recognises the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within Gwladys Street Community Primary and Nursery School to support learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. *As a school we define regular attendance as 97% or above.*

Gwladys Street Community Primary and Nursery School believes Teachers, Parents, Carers, Pupils and all members of the school community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve. This Policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and
Responsibilities Guidance attached to this document.

2. Lateness – morning session

Poor punctuality is NOT ACCEPTABLE. If your child misses the start of the day, they can miss vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

The school day is set out in the table below stating the start and end times. Your child will receive a late mark if they are not in class on time.

YEAR GROUP	DROP OFF TIME	COLLECTION TIME
Nursery (after the transition period stated in previous communication)	**AM:** 8.30am – 8.40am **PM:** 12.30pm – 12.40pm	11.30am (15 hour children) 3.30pm (15 & 30 hour children)
Reception (after the transition period stated in previous communication)	8.50am – 9.00am	3.30pm
Year 1	8.50am – 9.00am	3.30pm
Year 2	8.50am – 9.00am	3.30pm
Year 3	8.50am – 9.00am	3.30pm
Year 4	8.50am – 9.00am	3.30pm
Year 5	8.50am – 9.00am	3.30pm
Year 6	8.50am – 9.00am	3.30pm

Pupils who arrive late should go straight to the school office to sign in and provide a valid reason for their lateness. It is vital that late pupils are signed in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

School also takes the attendance register at the start of each afternoon session. If a pupil is not present at the time that the afternoon registration takes place they will be marked absent. Any unjustifiable reason for absence will be marked as unauthorised.

At **9.30am,** the registers will be closed. In accordance with the regulations, if your child arrives after 9.30am they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they will have an unauthorised absence. This can result in a referral to the Educational Welfare Service and can lead to the issuing of a penalty notice or even prosecution.

YEAR GROUP	LATE MARK	UNAUTHORISED MARK
Nursery (after the transition period stated in previous communication)	8.40am – 9.00am	After 9am
Reception (after the transition period stated in previous communication)	9.00am – 9.30am	After 9.30am
Year 1	9.00am – 9.30am	After 9.30am
Year 2	9.00am – 9.30am	After 9.30am
Year 3	9.00am – 9.30am	After 9.30am
Year 4	9.00am – 9.30am	After 9.30am
Year 5	9.00am – 9.30am	After 9.30am
Year 6	9.00am – 9.30am	After 9.30am

With effect from 6th November 2023, those children who persistently arrive after 9am will have their times and reasons logged. Once they have been late on 6 occasions you will be invited to attend a meeting with Mrs Martindale, Attendance Officer and Mrs Barry, Designated Attendance Lead to resolve the problem.

Children who arrive in school after 9.30am will have their times logged on our school CPOM's system. If your child is then deemed as being persistently late, arriving after 9.30am on 6 separate occasions and has received an unauthorised mark, you will be asked to meet with Mrs Martindale, Attendance Officer and Mrs Barry, Designated Attendance Lead to resolve the problem. If you have any concerns or are having problems getting your child to school on time for any reason please contact Mrs Martindale to discuss this so that support can be put in place where necessary.

Once your child has arrived after 9.30am on 10 separate occasions a referral would then be made to the Educational Welfare Service. This equates to 5 hours of missed learning. This would therefore deem your child as being "persistently absent" and could result in Penalty Notices being issued and possibly prosecution.

2. **Lateness – at the end of the day**

We will also monitor late collection from the school premises at the end of the day.

Names of such pupils will be recorded along with the reason for the late collection and the time of collection. If this becomes frequent and regular or a pattern emerges parents/carers will be invited to attend a meeting in school to discuss this further.

If there is no improvement parents/carers will be charged £10 per half hour to cover the cost of staffing.

Late Charger – Letter 1

Date ……………………

To Parent/Guardian of ………………………………………………..

Name   ………………………………………….

Address   ………………………………………….

                ………………………………………….

Our records show that despite previous conversations and meetings regarding late collection, you have failed to collect your child on time at the end of the school day.

On (Insert Date) ………………………………

Your child was collected at …………………………….

Incurring a charge of £………………………..

Please arrange for this money to be paid immediately via the schools ParentPay system.

If you have any queries regarding these arrears, please contact the school office.

Yours sincerely

Ms N Booth

Head Teacher